

TO: Invitees  
FROM: City of Plattsburgh Office of Community Development  
DATE: January 28, 2016  
RE: Invitation to Bid on NY Main Street Administrative and Program Delivery Services

## **1.0 INTRODUCTION**

The City of Plattsburgh (City) was awarded a 2015 New York Main Street (NYMS) Program and is seeking administrative and project delivery services. Rules and regulations for the program can be found at <http://www.nyshcr.org/Programs/NYMainStreet/>

## **2.0 SCOPE OF SERVICES**

The City is soliciting a fixed price, lump sum bid for administrative and project delivery services for the NYMS program 2015 award of \$216,867 for interior and exterior renovations at the North Country Food Co-op, 25 Bridge Street, Plattsburgh, NY. The successful respondent shall be responsible to coordinate and administer the program in collaboration with the City of Plattsburgh Office of Community Development in accordance with the NYMS Program Guide provided by the NYS Office of Homes & Community Renewal, 38-40 State Street, Albany, NY 12207.

## **3.0 TIME FRAME**

The administrative services as discussed in this Request for Bids are to be provided between the bid due date and the Contract end date.

## **4.0 PRICING**

Agreement for services will be a lump-sum, fixed price contract for work inclusive of all expenses (postage, copies, supplies, travel, etc.).

The City reserves the right to select the lowest responsible bid, and/or to reject any or all bids.

## **5.0 HOW TO RESPOND TO THIS REQUEST FOR SEALED BIDS**

**5.1** The written sealed bid should be addressed to: Paul Dedominicas, Director, City of Plattsburgh Office of Community Development, 41 City Hall Pl, Plattsburgh, NY 12901. Please indicate on the envelope that the bid is for NYMS Admin services.

**5.2** The written sealed bid must be received by **11:00 AM on February 17, 2016** at City of Plattsburgh Office of Community Development, 41 City Hall Pl, Plattsburgh, NY 12901.

**5.3** The written sealed bid response should include:

- Relevant experience
- Resumes of personnel involved

**5.4 The written sealed bid/response must be signed and dated by the owner of the company.**

## **6.0 HOW DECISIONS WILL BE MADE**

Choice of service provider will be made on three factors: cost, qualifications, and experience. The City of Plattsburgh Office of Community Development reserves the right to reject all bids.

The City of Plattsburgh will select the most highly qualified firm according to the following criteria: Experience with similar kinds of projects and/or work; Understanding of work to be done; Quality of staff for work to be done; Familiarity with Applicable Rules and Regulations; Logistics and familiarity with the project area; Financial responsibility.

Proposals should identify the prime and all proposed subconsultants, include only those full time employees currently employed, include an organizational chart listing key managers of the proposed team, specific project experience must also include the date when the experience occurred, if subconsultants are proposed, the role of each subconsultant should be discussed.

## **7.0 QUESTIONS**

Questions regarding a response to this bid notice should be addressed to Paul DeDominicas at the address listed above. The phone number is (518) 536-7509 or email [dedominicasp@cityofplattsburgh-ny.gov](mailto:dedominicasp@cityofplattsburgh-ny.gov)

## **8.0 INSURANCE**

The successful respondent will provide insurance certificate naming the City of Plattsburgh as an Additional Insured; General Liability, Workers Compensation, NYS Disability, and ERISA Fidelity

- General Liability - \$1 Million each occurrence, \$100,000 damage to rentals, \$2 Million general aggregate (we require \$1 Million less on the aggregate)
- Auto Liability - \$1 Million
- Umbrella – not required, but preferable
- Public Officials and Law Liability – not required
- Workers' Compensation – proof of coverage
- NYS Disability – proof of coverage
- Additional insured status as noted in the description of operations

## **9.0 ATTACHMENTS**

1. Work description
2. Non-Collusive Affidavit

Work Description:

The successful bidder is expected to ensure compliance with NYMS Guidelines for the City of Plattsburgh (awardee) NYMS Program Anchor project at the North Country Food Co-op, Inc. 25 Bridge Street, Plattsburgh NY, 12901 including, but not limited to:

1. Completion of the Environmental Review Record
2. Development of the program Administrative Plan
3. Competitive bidding process for renovations, equipment, professional services, etc.
4. Monitor construction progress, prepare disbursement requests, process payments, oversee budget compliance, maintain necessary files and records, provide periodic reports to the City/NYMS Program
5. Establish post-program monitoring process and schedule
6. Close-out program
7. Assist the City Office of Community Development with post-program NYS Homes and Community Renewal audit.

**NON-COLLUSIVE BIDDING CERTIFICATION**

1. Every bid herein made to the City of Plattsburgh. or official thereof, where competitive bidding is required by statute, rule or regulation, for work or services performed or to be performed, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

a.) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

- (1) The prices in the bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

2. Any bid hereafter made to the City of Plattsburgh or official thereof, by a corporate bidder for work or services performed or to be performed, where competitive bidding is required by statute, rule or regulation, and where such bid contains certification referred to herein shall be deemed to have been authorized by the Bidder, and/or the Board of Directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Date: \_\_\_\_\_, 20\_\_\_\_

Legal Name of Person, Firm or Corporation: \_\_\_\_\_

BY: Name \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Please Print Name and Title)

Address of Person, Firm or Corporation:

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